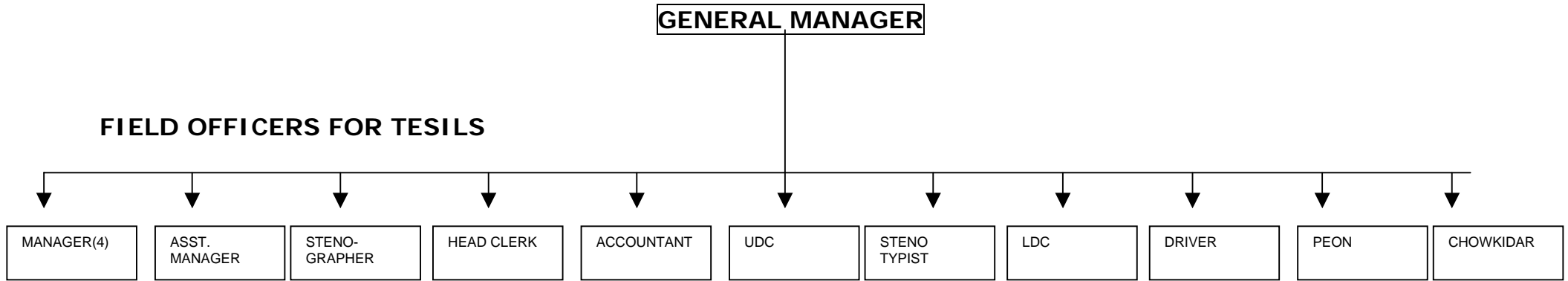


**DISTRICT TRADE AND INDUSTRIES CENTRE, RATLAM (M.P.)**

1.A. ORGANISTIONAL SET UP



S. NO	SECTION	FUNCTIONS PERFORMED		
1.	<b>ADMINISTRATION SECTION</b>	1) To Maintained	i.	Time Limits Letter, VIP Letters Inclusive P.M. and C.M., M.P., M.L.As and Public Representative respectively.
			ii.	Maintained Confendential Corrospendence including C.R. and Complain.
			iii.	To Mainainen – Protocall Duties
			iv.	To Maintained : Record & Processing of meetings.
			v.	To Maintained : Controll and Order Register.
2.	<b>SSI SECTION</b>	(1) To Determine Annual Target of SSI, LMI etc. (2) To Maintained Record of controlled Raw Material. (3) To Registered Provisional and Permanent SSI Units		



7.	<b>CO-ORDINATION SECTION</b>	:	To prepare monthly progress return, to maintain record of General Correspondence, to maintain Vidhan Sabha, Loksabha and Rajya Sabha's Question and Answers and to maintain coordination with all section of office.
8.	<b>ACCOUNT/ AUDIT SECTION</b>	:	That Section is liable to prepare salary/ T.A. Bill, Medical Bill and all type of claim related with concerned matter or order.
9.	<b>GENERAL SECTION</b>	:	This section is liable to maintain record of purchase goods i.e. and inward and outward section.
10.	<b>ESTABLISHMENT SECTION</b>	:	That section is liable for all type of employee's claim i.e. yearly increment maintain service record, leave register etc.
11.	<b>MARKING SECTION</b>	:	This section coordinate with L.U.N.

**GENERAL MANAGER  
DISTT. TRADE AND  
INDUSTRIES CENTRE, RATLAM (MP)**

## 2. POWERS AND DUTIES OF THE OFFICERS.

S. No.	Name	Designation	Remuneration	Duties
1	2	3	4	5
1.	Shri M.K.Jain	General Manager	Office Head	As a Head of Office is liable for achievement of all type of target allotted by Head Office and coordinate with Local bodies and administration is liable for achievement of all type of Target regarding employment scheme i.e. PMRY, RDSY DRY etc.
2.	Shri S.P.S. Kashyap	Manager	Manager Incharge of Alote Tehsils and Nodal Officer for Banker  1. B o M 2. Dena Bank 3. P and S B	he is incharg manager of m.p.alpa sankhayak & pichhara varg & vitta vikas nigam, he is also look after section F.A., estt., & working as a D.D.O.
3.	Shri M.K. Chowdhary	Manager	Incharge Mana ger of Supdt. IC Jaora and Teh. Piploda and he is also Nodeal Officer for all bank's branch of Tehsil Jaora	he is nodal officer for schemes D.D.R.Y. / R.D.S.Y. & also liable for achievement of S.S.I. target in JAORA & PIPLODA

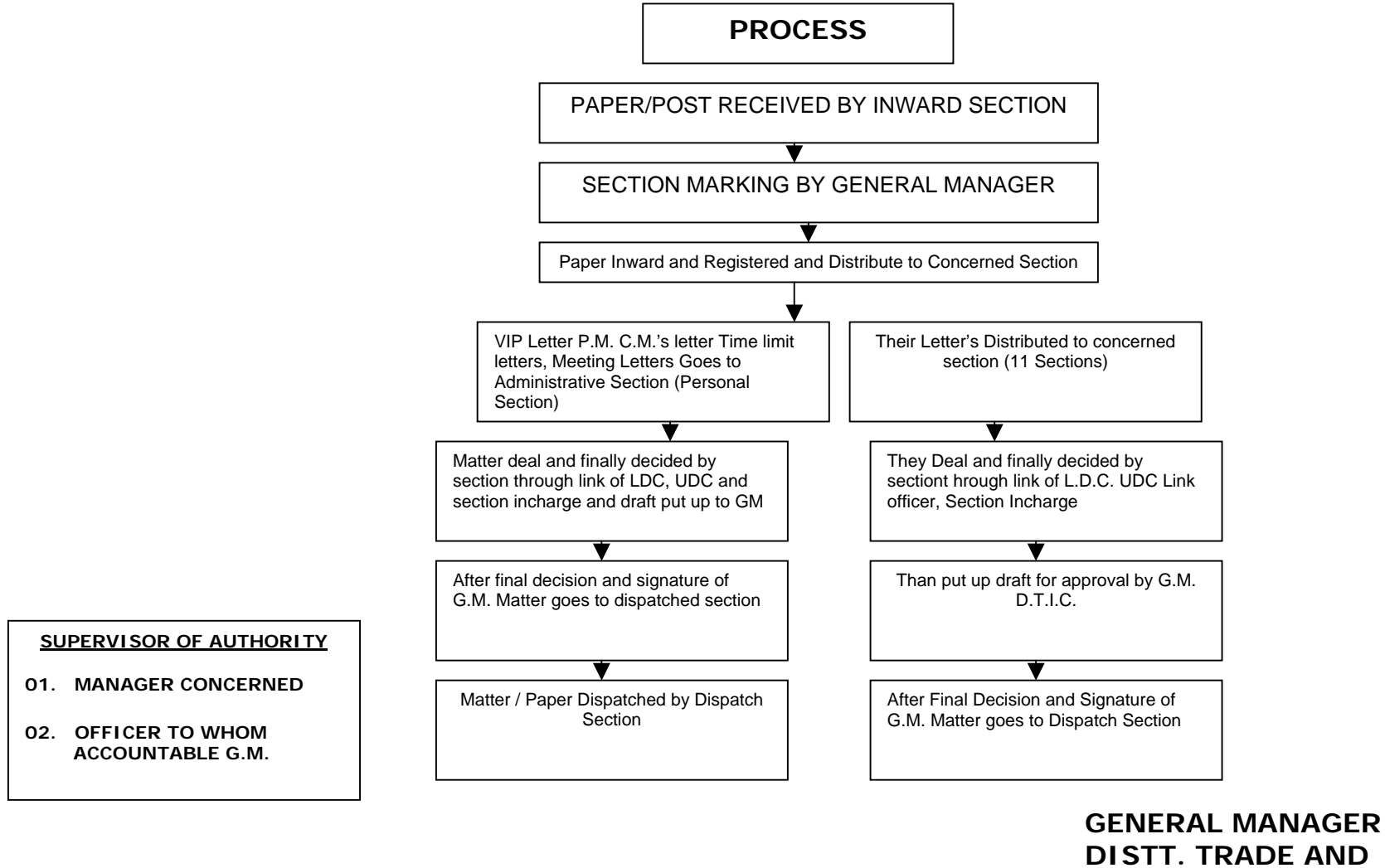
1	2	3	4	5
4	Shri M.Y. Khan	Manager	Incharge Manager of Ratlam Tehsil and Nodal Officer for following Bank Branches Canara Bank, State Bank of Indore, Industrial Area, ICICI Br. canara bank	He is look after work of I.D.s, General coordination Marketing and special Registration and also responsible for Industrial Area Ratlam with this duties he is also liable for progress of employment Generation scheme, Industrilisation and recovery
5.	Shri P.K. Indorey	Manager	Incharge Manaer for Sailana & Bajna Tehsils and also Nodal Officer for State Bank of Indore Br. Topkhana & C B I Rly-co. Br. UNION BANK	He is look after work of Manage informatin, PMRY Section, Training and also responsible for all employment Generation schemes and Industrilization including recovery.

1	2	3	4	5
7.	Shri R.B. Rastogi	Asstt. Manager	Incharge Asst. Manager of Teh. Sailana He is also Nodal Officer for Sailana Tehsil's Bank Branch including CBI Bajaj Khana Bank of india and State Bank of Indore Kasturba Nagar Br. SBBJ, PNB alkapuri, BOR ratlam	He is also link Officer of R.D.S. Yard D.D.R.Y. Section. He is responsible for achievement for SSI Employment scheme Target and Concerned Recovery
8.	Shri Mahendra Nagraj	Asstt. Manager	Incharge Asst. Manager for Teh. Alote and Nodal Officer for Alote Tehsil's Bank Branch including Allahabad Bank Oriental Bank of Commerce Bank of Baroda Br. Chandni Chowk and Syndicate bank, I O B, B O M] Ratlam	He is also responsible for Target achievement of SSI Units Employment Generation Schemes and Recovery of Corporation etc.

9.	Shri R-S-Jayant	Asst. Manager	Incharge Asst. Manager for i.d.s. section	He is also responsible for keeping files and records of industrial area of Ratlam Jaora & Sailana.
10.	Shri S.K. Jain	Asst. Manager	Incharge Asst. Manager of Ratlam Urban area including Bajna Teh. and Nodal Officer of PNB Dhanmandi Br. UCO Bank SBI colle- Br.	He is also responsible for Target achievement of SSI and employment Generation Scheme's and overdue loan recovery of Corporation's Scheme.
11.	Shri Ved Prakash Shrimali	Asst. Manager	Incharge Asst. Manager for Ratlam rural and Nodal Officer for Vijya Bank and dena bank, indian bank.	He is also responsible for target achievement of SSI and Employment Generation Schemes and overdue recovery of Corporation's Scheme

**GENERAL MANAGER  
DISTT. TRADE AND  
INDUSTRIES CENTRE, RATLAM (MP)**

**3. DECISION MAKING PROCESS, SUPVISION AND ACCOUNTABILITY**



**INDUSTRIES CENTRE, RATLAM (MP)****4. NORMS SET TO DISCHARGE THE FUNCTIONS :**

Time norm decided by the Directorate of Industries for following works, mention as belows :

<b>S. No.</b>	<b>Particulars</b>	<b>Time Limit</b>
1.	Acknowledgment of part-1 micro, small, medium EP	4 Days
2.	Acknowledgment of part-11 micro, small, medium EP	7 days
3.	Land/Shed Allotment Letter of Intent	Immediately
4.	Telephone Recommendation	Immediately
5.	State Capital Subsidy	30 days
6.	Electric Connection Recommendation for SSI	Immediately
7.	Bank Term Loan with Working Capital	3 days
8.	Entry Tax/ Sales Tax	30 days
9.	I.S.O. 9000	30 days
10.	Project Report cost Reimbursement	30 days
11.	Interest Subsidy	7 days
12.	Employment Generation Schemes 1) Application Checking 2) Recommendation by T.F.C.	7 days 30 days
13.	Amondment in land/ shed's Allotment concerned deed	7 days

General Manager,  
D.T.I.C. Ratlam (M.P.)

## 5. Acts, Rules, Regulation, Manuals, Instructions, Circulars related with the functioning of the office.

1.	Acts	:	Direcotrate of Industries does not comes in the category to form/ prepare any acts.
2.	Rules	:	As per mention above
3.	Rgulation	:	As per mention above
4.	Manuals	:	Directorate of Industries has been already Industrial mannuals for Small Scale INdustries Related with facilities and concession in the Year 1980-81.
5.	Circulars	:	Time to time Received Circulars properly maintained in the guide file with concerned section.

General Manager,  
D.T.I.C. Ratlam (M.P.)

**6. LIST OF DOCUMENTS HELD UNDER THE CONTROLL OF THE OFFICE.**

<b>S. NO.</b>	<b>NAME OF DOCUMENTS</b>	<b>KIND OF DOCUMENT LIKE MICROFILAM REGISTER BOOKS DISKETTE ETC.</b>	<b>NATURE AND CONTEXT OF DOCUMENT</b>	<b>DURATION OF RECORD</b>
1.	Acknowledgment of part-11 micro, small, medium EP	Documents	Record of Regd. PMT SSI Unit	for ever
2.	Memorendum part-11 for micro, small, medium EP	Register	-do-	For ever
3.	Bill Register (Acct.)	Register	Record of Sabry and Expenditure	For ever
4.	Advance Register	Register	Record of advance given to employee	for ever
5.	Contingent Register	Register	Record of contingent amount	For ever
6.	Salary Register	Register	Record of Salary Given to staff	For ever
7.	GPF Deduction Register	Register	Record of GPF Deduction	For ever

S. NO.	NAME OF DOCUMENTS	KIND OF DOCUMENT LIKE MICROFILAM REGISTER BOOKS DISKETTE ETC.	NATURE AND CONTEXT OF DOCUMENT	DURATION OF RECORD
9.	F.B.I. Deduction REgister	Register	Record of FBI Deduction	For Ever
10.	Land Allotment Register	Register	Record of Land Allotment in Industrial Area	For Ever
11.	Revenue Receipt REgister	Register	Record of Revenue Received and due of unit already established in Industrial Area	For ever
12.	Know how of Industrial Area Register	Register	Layout of INdustrial Area	For Ever
13.	Facility Providing Registry	Register	Record of facility i.e. Sales Tax, Entry Tax and other financial facility providing to units	For Ever
14.	Service Record	Record Book	Service record	After Retirement 5 yrs.

<b>S. NO.</b>	<b>NAME OF DOCUMENTS</b>	<b>KIND OF DOCUMENT LIKE MICROFILAM REGISTER BOOKS DISKETTE ETC.</b>	<b>NATURE AND CONTEXT OF DOCUMENT</b>	<b>DURATION OF RECORD</b>
15.	Building Record	File	Record of Building	For ever
16.	Furniture and Equipment Register	Register	REcord of Dead Stock & live stock	For ever
17.	Consumable Article REgister	Register	REcord of Consumable Articles	5 years
18.	Provisional Registration Register	Register	Record of Provisional REgister units	5 years.
19.	Inward and Dispatch Register	Register	Record of letters Inward and Dispatched	10 years

General Manager  
Dit. Trade and Industries Centre,  
Ratlam (M.P.)

7. (A) **Structure of consultative Committees in which Public Representatives are member**

S. No.	Name of Committee	Copy of the ordrs/ Circulars for formation	Function	Members	Duties and Responsibilities	Accessibility of minutes for public	Remark
1	2	3	4	5	6	7	8
			----- NIL-----	----- NIL -----			

There is no any one such type of committee is in Existance at present in which Public representative are member.

## B. Proceedings minutes of the meeting

----- NIL -----

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General Manager  
D.T.I.C., Ratlam

**8. INFORMATION ABOUT THE BOARD, COUNCILS, COMMITTEES AND OTHER BODIES :**

According to information related with u/s 4.1 (b) is NIL therefore information regarding this point may be also NIL.

**GENERAL MANAGER  
DISTT. TRADE AND  
INDUSTRIES CENTRE, RATLAM (MP)**

**9. DIRECTORY OF THE OFFICERS AND EMPLOYEES :**

S. NO.	NAME	DESIGNATION	ADDRESS AND CONTRACT NO.
1.	SHRI M.K.JAIN	GENERAL MANAGER	Dist. Trade and Industries Centre, Ratlam (M.P.) Ph. 07412-270435
2.	Shri M.Y. Khan	Manager	---,,---
3.	Shri M.K. Chowdhary	Manager	---,,---
4.	Shri S.P.S. Kashyap	Manager	---,,---
5.	Shri P.K. Indorey	Manager	---,,---
6.	Shri R.B. Rastogi	Asst. Manager	---,,---
7.	Shri Mahendra Nagraj	Asst. Manager	---,,---
8.	Shri S.K. Jain	---,,---	---,,---
9.	Shri R.S. Jayant	---,,---	---,,---
10.	Shri Ved Prakash Shrimali	---,,---	---,,---
11.	Shri Mahendra Mandaliya	Asst. Grade II	---,,---
12.	Shri Mahesh Kumar Bhagchandani	---,,---	---,,---

S. NO.	NAME	DESIGNATION	ADDRESS AND CONTRACT NO.
13.	Shri Sandeep Pinge	Asst. Grade III	--,,--
14.	Shri Chunnilal Garwal	Asst. Grade III	--,,--
15.	Shri Gopal Singh	Driver	--,,--
16.	Shri Bharat Singh Solanki	Driver	--,,--
17.	Shri Hindusing	Peon	--,,--
18.	Shri Karuram Charel	Peon	--,,--
19.	Shri Badrilal maal	Chowkidar	--,,--
20.	Shri Rajendra Meena	--,,--	--,,--

**GENERAL MANAGER  
DISTT. TRADE AND  
INDUSTRIES CENTRE, RATLAM (MP)**

**10. MONTHLY REMUNERATION AND COMPENSATION :**

S.NO.	NAME	REMUNERATON (Basic Pay)	COMPENSATION
1.	SHRI M.K. JAIN	14,550.00	-
2.	SHRI M.Y. KHAN	11,625.00	-
3.	SHRI M.K. CHOWDHARI	11,025.00	-
4.	SHRI S.P.S. KASHYAP	11,025.00	-
5.	SHRI P.K. INDORE	11,025.00	-
6.	SHRI R.B. RASTOGI	7,700.00	-
7.	SHRI MAHENDRA NAGRAJ	7,400.00	-
8.	SHRI S.K. JAIN	7,100.00	-
9.	SHRI R.S.Jayant	7,100.00	-
10.	SHRI VED PRAKASH SHRIMALI	5,000.00	-
11,	SHRI MAHENDRA MANDIA	5,200.00	-
12.	SHRI MAHESH KUMAR BHAGCHANDANI	5,400.00	-
13.	SHRI SANDEEP PINGE	4,030.00	--
14.	SHRI CHUNNILAL GARWAL	3,650.00	-

15.	SHRI GOPAL SINGH	5,300.00	--
16.	SHRI BHARAT SINGH SOLANKI	4,300.00	-
17.	SHRI HINDUSINGH	3,200.00	--
18.	SHRI KARURAM CHAREL	3,280.00	-
19.	SHRI BADRILALMAL	3,200.00	--
20.	SHRI RAJENDRA MEENA	2,900.00	--

**GENERAL MANAGER  
DISTT. TRADE AND  
INDUSTRIES CENTRE, RATLAM (MP)**

**11. ANNUAL BUDGET ALLOCATION AND EXPENDITURE STATEMENT :.**

S.NO.	BUDGET HEAD	NAME OF WORK	YEAR	ALLOCATION	EXPENDITURE
1	2	3	4	5	6
1.	2851	DATA BANK CELL (SENSUS)	2004-05	1,50,000	1,41,812
2.	2851	ESTABLISHMENT OF DIC	2004-05	32,34,600	30,43,924
3.	2851	DATA BANK CELL (SENSUS)	2005-06	1,65,000	81,213
4.	2851	ESTABLISHMENT OF DIC	2005-06	32,80,000	17,45,554
5	2851	DATA BANK CELL (SENSUS)	2006-07	1,39,000	1,48,752
6	2851	ESTABLISHMENT OF DIC	2006-07	29,86,500	31,21,420

**GENERAL MANAGER  
DISTT. TRADE AND  
INDUSTRIES CENTRE, RATLAM (MP)**

## 12. PROGRAMMES AND BENEFICIARIES

A. LIST OF PROGRAMMES

B. NOMS FOR SELECTION OF BENEFICIARY

For Detailed Information of Point "A" and "B" a Broucher Inclosed

C. Detailed Information

S.NO.	NAME OF THE PROGRAMME	ADMINISTRATIVE DEPARTMENT	YEAR	AMT. ALLOCATED	NO. OF BENEFICIARIES
1.	R.D.S.V.				
	(1) FOR S.C.	D.T.I.C.	2004-05 2005-06 2006-07	08.84 12.03 21.34	06 36 48
	(2) FOR S.T.	D.T.I.C.	2004-05 2005-06 2006-07	27.18 26.83 11.50	34 44 31
2.	D.D.R.Y.	D.T.I.C.	2004-05 2005-06 2006-07	3.67 10.86 7.19	32 79 63

**GENERAL MANAGER  
DISTT. TRADE AND  
INDUSTRIES CENTRE, RATLAM (MP)**

**13. RECIPIENTS AND CONCESSION**

S. NO.	NATURE OF CONCESSION	NAME	ADDRESS	YEAR	KIND OF SUPPORT	APPROXIMATE VALUE OF CONCESSION
01.	SALES TAX EXEMPTION	NIL	NIL	2006-07	NIL	NIL
02.	ENTRY TAX EXEMPTION	As per Annexure-A		2006-07	As per Annexure-A	
03.	INTEREST SUBSIDY	As per Annexure-B		2006-07	As per Annexure-B	
04.	PROJECT COST REIMBURSEMENT	-	-	2006-07	-	-
05.	I.S.O. 9000 SUBSIDY	M/s National petro chemical	Vill. Salakhedi	2006-07	REAMBERS MENT	27500
06.	MARGIN MONEY SUBSIDY	No. of Unit				
	A) R.D.S.Y.					
	1. S.C.	11	-	2006-07	-	33%
	2. S.T.	13	-	2006-07	-	33%
	B) D.D.R.Y.	18	-	2006-07	-	5% to 10%

**GENERAL MANAGER  
DISTT. TRADE AND  
INDUSTRIES CENTRE, RATLAM (MP)**

**14. INFORMATION AVAILABLE IN THE OFFICE**

ALL INFORMATION REGARDING POINT NO. 6 "LIST OF DOCUMENTS HELD UNDER THE CONTROL OF THE OFFICE" ARE AVAILABLE IN THE OFFICE.

**15. FACILITY AVAILABLE TO CITIZEN FOR INFORMATION**

S.NO.	FACILITY	NAME OF INCHARGE	DURATION OF OPENING	CONTACT NO. TELEPHONE NO.
1.	LIBRARY	SHRI P.K. INDORE	10.30 AM TO 5.30AM OF WORKING DAY	270435
2.	LOAN APPLICATION FORM (1) PMRY	SHRI P.K. INDORE	--,,--	270435
	(2) DDRY RDSY	SHRI M.K.Choudhary	--,,--	270435
3.	REGISTRATION FORM FOR SSI	SHRI S.P.S.Kashyap	--,,--	270435
	LAND SHED ALLOTMENT FORM IS INDUSTRIAL AREA/ ESTATE	SHRI M.Y.KHAN	--,,--	270435

**GENERAL MANAGER  
DISTT. TRADE AND**

**INDUSTRIES CENTRE, RATLAM (MP)****16. INFORMATION ABOUT PUBLIC INFORMATION OFFICER**

- (1) **NAME** : **SHRI S.P.S. KASHYAP**
- (2) **DESIGNATION** : **MANAGER (INFORMATION)**
- (3) **TEL. NO.** : **270435**
- (4) **E MAIL ADDRESS** : **-**
- (5) **PLACE OF WORK AND ADDRESS** : **DISTT. TRADE AND INDUSTRIES  
CENTRE, RATLAM (M.P.)**
- (6) **CONTACT HOURS FOR PUBLIC** : **10.30 AM TO  
05.30 PM OF WORKING DAY**
- 17. ANY OTHER INFORMATION** : **---**

**GENERAL MANAGER  
DISTT. TRADE AND  
INDUSTRIES CENTRE, RATLAM (MP)**

## As per Annexure-A

## 13. RECIPIENTS AND CONCESSION

S. NO.	NATURE OF CONCESSION	NAME	ADDRESS	YEAR	KIND OF SUPPORT	APPROXIMATE VALUE OF CONCESSION
2	ENTRY TAX EXEMPTION	M. Rishabha Ind.	I.A. Ratlam	2006-07	Exemption	From 21-5-2004 To 20-5-2009
		M.Kothari Wires	22/A I.A. Ratlam	2006-07	Exemption	From 01-6-2004 To 31-5-2009
		M.Ritesh Wires	Malwa Compound Ratlam	2006-07	Exemption	From 27-11-2003 To 26-11-2008
		H.J.Wires	Salakhedi, ratlam	2006-07	Exemption	From 20-12-2005 To 19-12-2010
		Super pack Ind.	Salakhedi, ratlam	2006-07	Exemption	From 26-1-2005 To 25-1-2010
		Super Eiectrod Ind.	22/c I.A. Ratlam	2006-07	Exemption	From 9-4-2005 To 8-4-2010
		Chahak Ind.	I.A. Ratlam	2006-07	Exemption	From 20-1-2006 To 19-1-2011

	ENTRY TAX EXEMPTION	Kanchan Intrep.	I.A. Ratlam	2006-07	Exemption	From 21-11-2005 To 20-11-2010
		Kataria Fiber Ind.	I.A. Ratlam	2006-07	Exemption	From 18-10-2004 To 17-10-2009

## As per Annexure-B

## 13. RECIPIENTS AND CONCESSION

S. NO.	NATURE OF CONCESSION	NAME	ADDRESS	YEAR	KIND OF SUPPORT	APPROXIMATE VALUE OF CONCESSION
3	INTEREST SUBSIDY	Bangrod Bricks Ind.	Gram.- Bangrod	2006-07	Subsidy	1,878/-
		L.K.Mehta Polymer Ind.	Salakhedi	2006-07	Subsidy	95,561/-
		G.I.Plastic Rope Ind.	Salakhedi	2006-07	Subsidy	4,426/-
		Shiv Shakti Minerals	Barakhedi, Piploda	2006-07	Subsidy	46,374/-
		Balagi Minerals	Vanvada, Jaora	2006-07	Subsidy	78,226/-
		Rangit Opset	Ratlam	2006-07	Subsidy	17,045/-
		Land Marks Motors	Salakhedi	2006-07	Subsidy	44,961/-
		Kataria Packeging Pvt.	I.A. Ratlam	2006-07	Subsidy	40,960/-

		Kanchan Intrep.	I.A. Ratlam	2006-07	Subsidy	5,06,649/-
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